

November 10, 2009

To: Superintendents, Principals, Safe and Drug-Free School Coordinators
From: Andy Snyder, Safe and Drug-Free Schools Program Director
Re: Combined Incident Reporting Software (CIRS) Training
When: Monday, November 23rd, 8:30 a.m. to Noon
Where: LAPDA Office, 250 Main Street, Montpelier

The Vermont Department of Education will be hosting a free training for school administrators responsible for implementing the Combined Incident Reporting Software (CIRS). Training objectives will include: the importance of data-driven decision making at the local level; implications of CIRS collection at the statewide level; definitions of coding categories; and a demonstration of how to code incidents.

Please register by the deadline of November 19 with Liz Rand at either (802) 828-3150 or liz.rand@state.vt.us.

Morning refreshments will be available upon arrival. Please arrive around 8:30 a.m. so that the training may begin promptly at 9:00 a.m. The LAPDA headquarters is easy to find with plenty of parking. It is the old NECI headquarters. In Montpelier, travel north on Main Street to the rotary, go right and travel up the hill to the sharp curve to the left. LAPDA is the building on the left.